File No. NACIN/II/12/8/2021-EXAM-Pr. ADG-NACIN-ZC-CHENNAI

Date. 06.07.2021

To
All Principal Chief Commissioners/ Chief Commissioners of Customs
All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
All Principal Director Generals / Director Generals
All Principal Additional Director Generals/Additional Director Generals
All Principal Commissioners / Commissioners of Customs
All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Tax Assistants to the Grade of
Executive Assistants of Central Taxes & Customs to be held in the month of
September, 2021-Regarding.

The Departmental Examination for promotion of Tax Assistants to the Grade of
Executive Assistants of Central Taxes & Customs is proposed to be conducted from **15th to 17th**
September 2021.

2.   The examination will have three papers and the Schedule of the
Examination given under:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST and Customs (with Books)	3 hours	15.09.2021 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Applications (Theory and Practical)	3 hours	16.09.2021 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	17.09.2021 (Friday)	10.00 hrs. to 13.00 hrs.	40/100

3.   The concerned Cadre Controlling Authority (CCA) shall conduct the Paper – II Computer
Application Practical Examination as per the guidelines below:

a)   The theory examination in Computer Application will be conducted from 10.00 hrs to
12.00 hrs. on 16.09.2021. The practical examination is for one hour duration i.e. from 12.00 hrs.
to 13.00 hrs. on 16.09.2021 (Thursday) immediately after the theory examination.

b)   Out of the maximum marks of 100 for Computer Application, the practical examination
carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and
practicals separately.

c)   The Practical examination may be conducted at the respective Commissionerates on the basis of the question paper issued from this office under the supervision of Joint Commissioner/ Additional Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the Officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level for procuring sufficient number of computers, printers etc. for smooth conduct of the practical test.

d) After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out at the Commissionerate itself by the officer/s designated for the same by the respective Commissionerates and the marks awarded shall be intimated to this office by e-mail in Mail ID : nacinchndeptexam@gmail.com on the very next working day. The answer papers pertaining to the Computer Theory Paper alone shall be sent to NACIN, Chennai along with the other two subjects examination answer sheets. **The Print out/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.**

4.   The question papers for the said exam would be sent in password protected PDF format, to the nominated / authorized officer through e-mail on **the previous day of the respective examination**. Password for opening the PDF will be communicated to the authorized officer mail ID / over phone, 30 minutes before the commencement of the respective examination. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to make sufficient copies of the question paper and conduct the said Departmental Examination on the scheduled dates. The authorized officer nominated in each formation shall ensure that the examination is conducted in a fair and transparent manner.

5.   (a) The requisition for the question papers along with the details of the nominated candidates may be sent in the prescribed proforma vide **Annexure- II** along with a covering letter duly signed and attested by the ADC/JC (P&V) and scanned and mailed to **Email ID : nacinchndeptexam@gmail.com. This request must reach NACIN, Chennai latest by 10.08.2021. Requests received after the due date are strictly not entertained.**
        (b) A Test mail would be sent to the Nodal Officers' gov.in Mail ID on **12.09.2021**. The nodal officers shall send an acknowledgement in reply mail. **In case the nominations have been sent and if there is non-receipt of the test mail by the Nodal Officer on 12.09.2021, the same may be brought to the immediate notice of NACIN, Chennai** so as to enable this Academy to take necessary action.

6.   While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. *The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear (e.g.) EA/01 . Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.*

7.   The following information may be furnished while sending requisition for the question papers.

        i)   Name, Designation, Office address with telephone no. and official mail ID **(individual's gov.in mail ID and not the mail ID of the section or office)** of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerate, who would be authorized to conduct the examination / to whom the question papers are to be sent.
        ii)   Name/ designation and complete postal address of concerned Cadre Controlling Authority (CCA)

8.   However a close watch may please be kept on receipt of the question papers through mail, in respect of various examination centres under your charge and non-receipt of the question paper through e-mail may be brought to the immediate notice of **Shri VENUGOPALAN NAIR, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No. : 044-26250143 / 9962666566   OR Mrs. D. SUGANYA, SUPERINTENDENT (EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 09841971488, FAX NO. 044-26250155 / 26250156 immediately, so that alternative arrangements could be made for delivery of Question Papers**

9.   The Cadre Controlling Principal Commissioner / Commissioner may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements.

10.   The syllabus for the examination is enclosed with this notice as Annexure-I.

11.   This Notice is also being posted on NACIN and CBIC website.

12.   Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per instructions of DG NACIN, only queries relating to process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office as the same is under the purview of the CCA.

13.   'Instructions for Examination' are enclosed, which are integral part of this letter.

This issues with the approval of the Additional Director General, NACIN, Chennai.

Yours faithfully,

Encl: As above.

(S. KESAVA NARAYANA REDDY)
ADDITIONAL DIRECTOR

INSTRUCTIONS FOR EXAMINATION

1. The schedule of the examination is as below:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST and Customs (with Books)	3 hours	15.09.2021 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Applications (Theory and Practical)	3 hours	16.09.2021 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	17.09.2021 (Friday)	10.00 hrs. to 13.00 hrs.	40/100

2. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain confidentiality thereof. The nominated officer shall acknowledge the receipt of question paper through post / password protected PDF file to NACIN Chennai on the mail ID **nacinchndeptexam@gmail.com**. The Authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly and if needed the required no(s) of Photocopies of question papers shall be done discretely under his/her personal supervision.

3. The answer sheets and the attendance sheets arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN, Chennai immediately after the conclusion of the examination. The same shall be evaluated by NACIN, Chennai.

4. The examination work requires the Supervisor / Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required.

5. The Invigilators and the Supervisors shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to some while being prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

6. The answer sheets shall contain the following particulars, either in printed form or affixing rubber stamp:

1.	Name of the examination	
2.	Roll No.	
3.	Name of Center	
4.	Date & time of Examination	
5.	Name of the Paper & Subject	
6.	No. of loose answer sheets used (The Supervisor / Invigilator will sign the loose sheets and also assign page numbers)	
7.	Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	
8.	Marks obtained / Maximum Marks	
9.	Signature of the Supervisor / Invigilator with name stamp	

7.   Answer Sheets of Paper I, Paper II (Theoretical Test on Computer Application), Paper-III , properly tagged / bunched , shall be sent to NACIN, Chennai immediately after the conduct of the examination, The same would be evaluated by NACIN, Chennai.

8.   Answer Sheets of Paper – II (Practical Test on Computer Application) shall be evaluated by the Commissionerates / Directorates themselves and the marks awarded shall be intimated to this office by e-mail on the very next working day. **The Print out/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.**
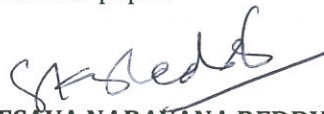
9.   The candidates shall be instructed not to write his / her name or use any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside the examination hall or any behavior of the candidates that may be considered to be cheating by the Invigilator / Supervisor/ NACIN shall render their examination as null and void.

10.   The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **Shri VENUGOPALAN NAIR, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No. : 044-26250143 / 9962666566** OR **Mrs. D. SUGANYA, SUPERINTENDENT (EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 09841971488,**

11.   NACIN would convey the marks obtained by the candidates only to the CCAs. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

12.   Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination. Wherever candidates are required to write the examination /s "with books", only hard copy of these books may be permitted in the examination hall. Use of Internet to fetch answers is strictly prohibited.

13.   Candidates are not allowed under any circumstances to go out of the examination hall in the first thirty minutes even on completion/ submission of the answer paper.

(S. KESAVA NARAYANA REDDY)
ADDITIONAL DIRECTOR

Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).

Paper I Central Excise, GST and Customs Procedure

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

1. **Overview of Hardware / Software**
   a. Basics on Input devices.
   b. Basics on output devices.
   c. Basics of CPU.
   d. Basics of Software.

2. **Windows including;**
   a. Logging onto windows.
   b. Passwords.
   c. Shutting down and using of CTRL-ALT-DEL
   d. Desktop including customization & Screen saver.
   e. Task bar.
   f. Windows explorer.
   g. Use of FIND.
   h. Using floppy disk and CD ROM.

3. **Office 97-MS Word, MS Excel and MS Powerpoint**

   A. **MS Word including**
   i) Creating a new document
   ii) Basic formatting including Bullets and numbering, Header & Footer.
   iii) Find and Replaces.
   iv) Auto Correct and Spell check.
   v) Saving documents.,
   vi) Sending documents through mail and floppy.
   vii) Printing documents including print preview and layout.
   viii) Help Menu.
   ix) Table insertion.

   B. **MS Excel including.**
   i) Introduction to Excel
   ii) Creating simple worksheet.
   iii) Relation between cells, use of S Sign.
   iv) Basic functioning.
   v) Simple functions and calculations.
   vi) Saving / Printing of documents.
   vii) Print preview.

C.   **MS Power Point –**
   i)   Introduction to power point
   ii)   Reading simple presentation
   iii)   Using the slide views
   iv)   Inserting and deleting slides
   v)   Taking printout of slides

D.   **Internet including:**
   i)   Use of Web mail including attachment and download of files.
   ii)   Browsing including searches.

Paper III   Administration

1.   Central Civil Services (Pension) Rules, 1972.
2.   Central Civil Services (Classification, Control & Appeal) Rules 1965
3.   Central Civil Services (Conduct) Rules, 1964
4.   General Provident Fund (Central Services) Rules, 1960.
5.   General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6.   Central Civil Services (Leave) Rules, 1972.
7.   Leave Travel Concession Rules
8.   FR & SR.
9.   Swamy's Hand Book 2020

ANNEXURE –II

1. Name of the Cadre Controlling Zone   :

2. Name of the Commissionerate   :

3. Name of the Centre of Examination   :

4. Name & Address of the officer* / who would
    be responsible for the conduct of exam. and
    to whom the question papers are to be sent   :

    Tel. No*.:
    Fax No*.:
    Mobile No:
    Email ID:

5. No. of candidates taking examination
    at the centre - paper wise and subject   :
    wise

Examination for promotion to the cadre of Executive Assistant (EA) (Customs & Central Tax)

Paper	Subject	No. of candidates	Whether Hindi version required If so, the number of papers required.
Paper I	Central Excise, GST& Customs Procedures (with books)		
Paper II	Computer Application (Theory & Practical)		
Paper III	Administration (with books)		

6. Details of the candidates appearing for the examination:

Sl.No.	Name of the Candidate	Designation	Roll No. assigned	Papers appearing for